## **DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION** RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M310 Page 1 of 2

Agency Town of Preston

Division/Unit Finance

I OWII O	i i ieston	rinance					
Item No.	Descrip	Retention					
1.	Finance Records						
	This series includes all Town accounting media which provide saccounting records. These record	supporting data for all					
	A. General Correspondence Original incoming letters, memoranda, studies, report other materials related to f	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy, with the following exception: Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer every three (3) years to					
	B. Special Accounting Record General Ledgers Audit Reports	<u>ds</u>	Permanent. Transfer every three (3) years to the Maryland State Archives.				
	C. Payroll Accounting Record Payroll Registers Time Sheets/Cards Employee Taxes and W-2		Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.				
Schedule A	pproved by Department, Agency,	Schedule Authorized by Sta	ate Archivist				
Date	Representative.	Date 6/29/2013	2				
Signature	Min Dadau	<u>.</u>					
Typed Nam	e Kim Gadaw	Signature	Copenfu				
Title Tac	un Manager						
		<u> </u>					

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. M310

Page 2 of 2

Agency Town of Preston

Division/Unit

Finance

TOWN OF I	rinance	rinance								
Item No.	Description	Retention								
	D. <u>Budget Planning Records</u> Correspondence from State/County Worksheets Budget Projections Budget Revisions Budget Hearing Materials/Advertisements	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.								
	E. Miscellaneous Accounting Records Cash Receipts Permit Receipts Paid Bonds and General Obligation Notes Paid Bills and Invoices	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.								
	Bank/Check Registers Cancelled Checks Monthly Financial Reports Bank/Checkbook Reconciliations Voided Checks State Revenue Receipts County Revenue Receipts Miscellaneous Receipts Computer Generated Accounting Program Reports									
	F. <u>Purchase Records</u> Contracts Awarded	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.								

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Instructions –Type or Print a separate form for	DEPAR	TMENT OF	GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANA	AGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo F	Road, P.O. Box 275		PAGEOF		
			aryland 20794 -799-1930		PAGE OF		
Department/Agency	2. Divisio	on	· · · · · · · · · · · · · · · · · · ·		3. Unit		
Town of Preston	F	INAN	CE		nla		
DEFINITION: RECORD SERIES: A group of relate purposes.					ference as well as retention and disposition		
4. Record Series Title GENERAL C	orres	s PON I	ENCE	5. Earlie	st Year/Latest Year to <b>ZOI</b> T		
6. Record Series Description (Briefly describe the	vnes of info	ormation/doc	ruments/form	s found in th	a series leaded the series of the series		
STUDIES, REPORTS, DIRECT TO FINANCIAL ADMINIS	tter. TVES TRAT	Fosic Posic	ies of IES A.	ND OT	oingletters MEMORANDA HER MATERALS RELATED		
7. Record Series Format(s) List all		8. Record Seri	ies Sequence	9. Volume			
Letter Size		☐ Alphabetic	ai	Number.			
Legal Size Computer Tape		☐ Numerical		☐ File Dra	wer(s)		
Audio Tape Floppy Disk	Chronolog			☐ Microfilm	n Reel(s)		
Bound Book Video Tape	İ	☐ Geographi		Other (s	· · ·		
Other (specify)				10. Annual	Accumulation		
<del>-</del>	(specify) Other (specify)			Number			
	- 1	•		File Dray	ver(s)		
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	•			Compute			
11. File is Used,			40.57.5				
			12. File Becor	nes Inactive Afte	ur .		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ıaliy		Number	Mo	onth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			ļ		1		
TOWN OFFICE AND "LIBRAR	4 1 Cof	FSITE	14. Is Record	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes			16. Audit Requirements				
			None State Federal Independent				
			<del> </del>				
17. Is an Index System used? If yes, explain briefly and describe re	quirements	- [		mended Re	11		
<del>-</del> :			NON-	PER	MANENT		
			•				
19. Name and Title of Preparer		20. Telephor	ne Number	21. Date			
Town Manager	4	10 673	7929	4	-5-12		

GS 550-4 (Rev. 1/93)

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY  PAGE 2 OF 6		
Department/Agency	2. Division			3. Unit		
Town of Preston	Finance			n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally file	ed and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title  Special Accounting			5. Earliest Year/Latest Year			
6. Record Series Description (Briefly describe the series.) general ledgers, to track fiscal a	rinancial	ocuments/forms for	ound in the	e series. Include the purpose or function of the audit reports		
7. Record Series Format(s) List all	8. Record Se	eries Sequence	9. Volume			
Letter Size  Microfilm	☐ Alphabet	1	Number			
Legal Size Computer Tape	☐ Numerica	aí	File Draw	ver(s)		
Audio Tape   Floppy Disk	hronoto	gion	Microfilm	Reel(s)		
☐ Bound Book ☐ Video Tape	a critoriolo	gicai	☐ Compute☐ Other (sp	* * * *		
G Bodrid Book G Video Lape	☐ Geograpi	<u> </u> -	10.1	nnual Accumulation		
Other (specify)	Other (sp	Other (specify) Number		ccumulation		
				Number .		
			File Draw Microfilm Computer Other (spe	Reel(s) r Tape(s)		
11. File is Used		12. File Becomes	Inactive After			
☐ Daily ☐ Weekly ☐ Monthly ☑ Annu	ually .	Number	☐ Mor	nth(s) Pear(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Récord Sort	es Dunlinata	Elsewhere? (If yes, specify agency or office.)		
"Library" Coffsite builde	9)		es Duplicated	Lisemiliaer (ii yas, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes  Yes		16. Audit Requirements				
	□ None □ State □ Federal □ Independent					
	17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
☐ Yes ☐ No .	_	Man	•			
10. Name and Title of Pressure	<u>-</u>	<u> </u>				
19. Name and Title of Preparer  Kim Badow  Town Man	20. Telepho	1	1. Date	C-5-(2		
5 550-4 (Rev. 1/93)	<del>*************************************</del>			•		

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIN 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			VISION x 275	AGENCY RECORDS INVENTORY  PAGE 3 OF 6		
Department/Agency	2. Divis	sion			3. Unit		
Town of Preston	Fi	nance	rance		nla		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title Payroll Accounting			ds		5. Earliest Year/Latest Year		
6. Record Series Description (Briefly describe the t	ypes of in	formation/do	cuments/forms	found in the	e series. Include the purpose or function of the		
series.) time sheets, pay e	itubs	, payr	oll regi	ster	w-2's		
to track time emo	lovees	worke	ed and	C ann G	pensation For such time		
75 7.555.	-1	<b>30</b> ,,,,,		Conf	MISCARDIN FOR BUCH TIME		
7. Record Series Format(s) List all		8. Record Ser	ies Sequence	9. Volume			
☐ Cetter Size ☐ Microfilm		Alphabetic	at	Number	Number		
Legal Size Computer Tape		Numerical		☐ File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		☐ Geographical		Other (specify)			
Other (specify)		Other (specify)		10. Annual Accumulation			
				Number			
				File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)   Dank   box			
11. File is Used		<u> </u>	12 Ella Becom	I les Inactive Afte	r		
☐ Daily	ally		_ <b>l</b> Number	☐ Mo	nth(s) ☑ Vear(s)		
13. Current Location(s) (Bldg., Floor, Room) "Library" (OFFs, Le buildi		14. Is Record S	Geries Duplicate	d Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir		uirements			
169 <b>18</b> 710		∏ None I		State Federal Midependent			
		— — —					
17. Is an Index System used? If yes, explain briefly and describe rec	quirements		18 Recom	mended B-	castion		
Yes DANG		ro. Necomi		commended Retention			
·			noc	1-per	manent		
19. Name and Title of Preparer		20. Telepho	ne Number	21 Dete			
Kim Gadow		20. relepno 73-ا14-	· ·	21. Date			
Kim Gadow Town Manager		410-615	7 1747	4-	-5-12		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	1	AGEMENT D	ENT DIVISION P.O. Box 275 d 20794  PAGE 4 OF 6		
Department/Agency	2. Division			3. Unit	
Town of Preston	FINANC	IAL		n/a	
DEFINITION: RECORD SERIES: A group of relate purposes.	I ed records normally file	ed and used a	s a unit for re	ference as well as retention and disposition	
4. Record Series Title  BUDGET PLANNING	RECORDS	5. Earliest Year/Latest Year  1985 to 2012			
6. Record Series Description (Briefly describe the series.) WORKSHEETS, BUDGHEARING HATERIALS, ATREQUIRED TO PREPARE	types of information/do ETPROJEC DVERTISE NEW BU	Cuments/form TIONS HENTS D6-ET	s found in the	Series. Include the purpose or function of the EVISIONS, BUDGET	
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume		
Letter Size	. Alphabeti	ical	Number		
Legal Size Computer Tape	Numerica	ronological File Dr		•	
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Bound Book Video Tape	Geograph				
Other (specify)					
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11. File is Used		12. File Becon	nes Inactive Afte		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually .	Number	□ Мо		
13. Current Location(s) (Bldg., Floor, Room)				1	
TOWN OFFICE		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
. <del>-</del>	☑None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recom	mended Ret	ention	
☐ Yes Ø No	·		_	MAN ENT	
19. Name and Title of Preparer  Kim Gadow  Town Manager	20. Telepho		21. Date	-5-12	
Town Manager	710613	. , ,	4	3 1 oc	

GS 550-4 (Rev. 1/93)

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL RECORDS MANAGEMENT 7275 Waterloo Road, P.O. I Jessup, Maryland 207			IVISION ox 275	AGENCY RECORDS INVENTORY  PAGE	
Department/Agency	2. Divi	sion	·		3. Unit	
Town of Preston	F	nance			7/2	
DEFINITION: RECORD SERIES: A group of relate purposes.	d record	s normally file	d and used a	s a unit for re	ference as well as retention and disposition	
4. Record Series Title Miscellancou Reco	s Ac			5. Earliest Year/Latest Year  1928 to 2012		
6. Record Series Description (Briefly describe the t series.) Cash receipts, parmit registers, can celled miscellaneous recei to track accounts receive	reci ehe ipts	eipts, p ecks, s	aid bi	لحمال	e series. Include the purpose or function of the invoices, bankleheck anty revenue receipts	
7. Record Series Format(s) List all		8. Record Ser	ies Sequence	9. Volume		
Cetter Size  Microfilm		Alphabetio	al	Number		
Legal Size Computer Tape	Numerical			File Drav	ver(s)	
Audio Tape		Chronolog	ical	☐ Microfilm	Reel(s)	
☐ Bound Book ☐ Video Tape		Geographi	ical	Other (sp		
Other (specify)	Other (spec		cify)	10. Annual A	ccumulation	
				Number	Reel(s) r Tape(s)	
11. File is Used		1	12. File Becor	nes Inactive After		
☐ Daily ☐ Weekly ☑ Monthly ☐ Annu	ally		Number	☐ Moi	nth(s) Pear(s)	
13. Current Location(s) (Bidg., Floor, Room)  "Library" (offsite building)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			None	ederal 🕡 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  ☐ Yes  ☐ ✓o			18. Recommended Retention			
			Non	-peri	nament	
19. Name and Title of Preparer		20. Telephor	ne Number	21 Dots		
Kim Gadow			1	21. Date		
Town Manager	- 1	410-673	३- १४'३५	4	-5-12	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterlo Jessup,	DF GENERAL SE NAGEMENT DIV o Road, P.O. Bo Maryland 20794	/ISION x 275	PAGE OF	
1. Department/Agency Town of Preston	2. Division	CIAL		3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally f	iled and used as	a unit for re	eference as well as retention and disposition	
4. Record Series Title  PURCHASE RECORD			5. Earliest Year/Latest Year		
6. Record Series Description (Briefly describe the series.) Contracts awar AS REQUIRED BY OU	ded		s found in th	e series. Include the purpose or function of the	
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume		
Letter Size  Microfilm	. Alphat	etical	Number.		
Legal Size Computer Tape	. Numer	ical	File Dra	File Drawer(s)	
Audio Tape Floppy Disk	Chrone	: plogical	Microfilm Reel(s)   Computer Tape(s)   Other (specify)   10. Annual Accumulation   Number   Microfilm Reel(s)   Computer Tape(s)   Other (specify)   Other (specify)		
Bound Book Video Tape	Geogra	aphical			
Other (specify)	Other (	specify)			
		·			
11. File is Used	ually	12. File Becom		onth(s) Pear(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements  None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe n ☐ Yes ☐ No	equirements	18. Recom	_	PMANENT	
19. Name and Title of Preparer	20. Telen	hone Number	21. Date		
Kim Gadow Town Manager	1	737929		-5-12	